



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 432000  
SAN DIEGO CA 92145-2000

StaO 11101.1A

G-4

3 APR 2000

### Station Order 11101.1A

From: Commanding General  
To: Distribution List

Subj: ESTABLISHMENT OF CRITERIA FOR RESERVED PARKING SPACES AT  
MARINE CORPS AIR STATION (MCAS) MIRAMAR

Encl: (1) Standard Parking Space Marking Detail

1. Purpose. To establish policy administering the allocation of and marking of reserved parking spaces aboard MCAS Miramar.
2. Responsibility. The allocation, administration and marking of reserved parking spaces aboard MCAS Miramar is the staff responsibility of the Planning Branch, Public Works Division, G-4 I & L Department.
3. Background. Parking areas will be marked to provide maximum usage consistent with traffic flow. Reserved parking spaces will be determined by protocol, mission requirements, handicapped requirements, and customer needs. Reserved parking spaces for civilian employees and military personnel assigned duty with service oriented organizations and units will be located in parking areas that allow customers the closest access to the building.
4. Information
  - a. These procedures apply to all reserved parking aboard MCAS Miramar regardless of location within unit areas or in common areas shared by multiple users.
  - b. Reserved parking spaces aboard MCAS Miramar which have not been approved per this directive will be removed.
  - c. Reserved parking spaces will be limited to those required by protocol or operational efficiency and those handicapped spaces required by law. For all squadron level (LTCOL/CDR) commands and above, only spaces for the CO, XO, SgtMaj, and Department Heads are authorized. Sufficient visitor spaces will be maintained in preferred parking areas to facilitate the orderly flow of traffic.

**3 APR 2000**

5. Procedures

a. Upon determination of the requirement for reserved parking spaces, the unit will submit a request for the spaces to the Public Works Officer via the unit's chain of command. Items required to be included with this request are:

(1) A letter with justification and description of the reserved spaces being requested, including any exceptions to the policy described in this order, with appropriate endorsements. Endorsements showing concurrence/nonconcurrence of any neighboring units/activities who may be affected by the request should be included and will expedite the approval process.

(2) A completed work request (NAVFAC 9-11014/20) with a map showing the exact location of the requested space(s), other spaces already reserved in the lot/area, and the inscriptions requested.

b. After receipt of this request, the space(s) will be inspected by personnel from this headquarters (PWD and PMO) for the purpose of ensuring equitable distribution of the spaces among various commands using the same parking area. If approved, PWD will take action. If disapproved, the original request will be returned to the originator through the appropriate chain of command with the reason for disapproval.

c. Except in unusual circumstances, parking spaces will be marked on the concrete barrier or, in the absence of such a barrier, the inscription will be centered on the parking space. The colors, size, and design of such markings must be in compliance with enclosure (1) and the Public Works Officer regulations.

d. Temporary VIP sign posts for special events are authorized.

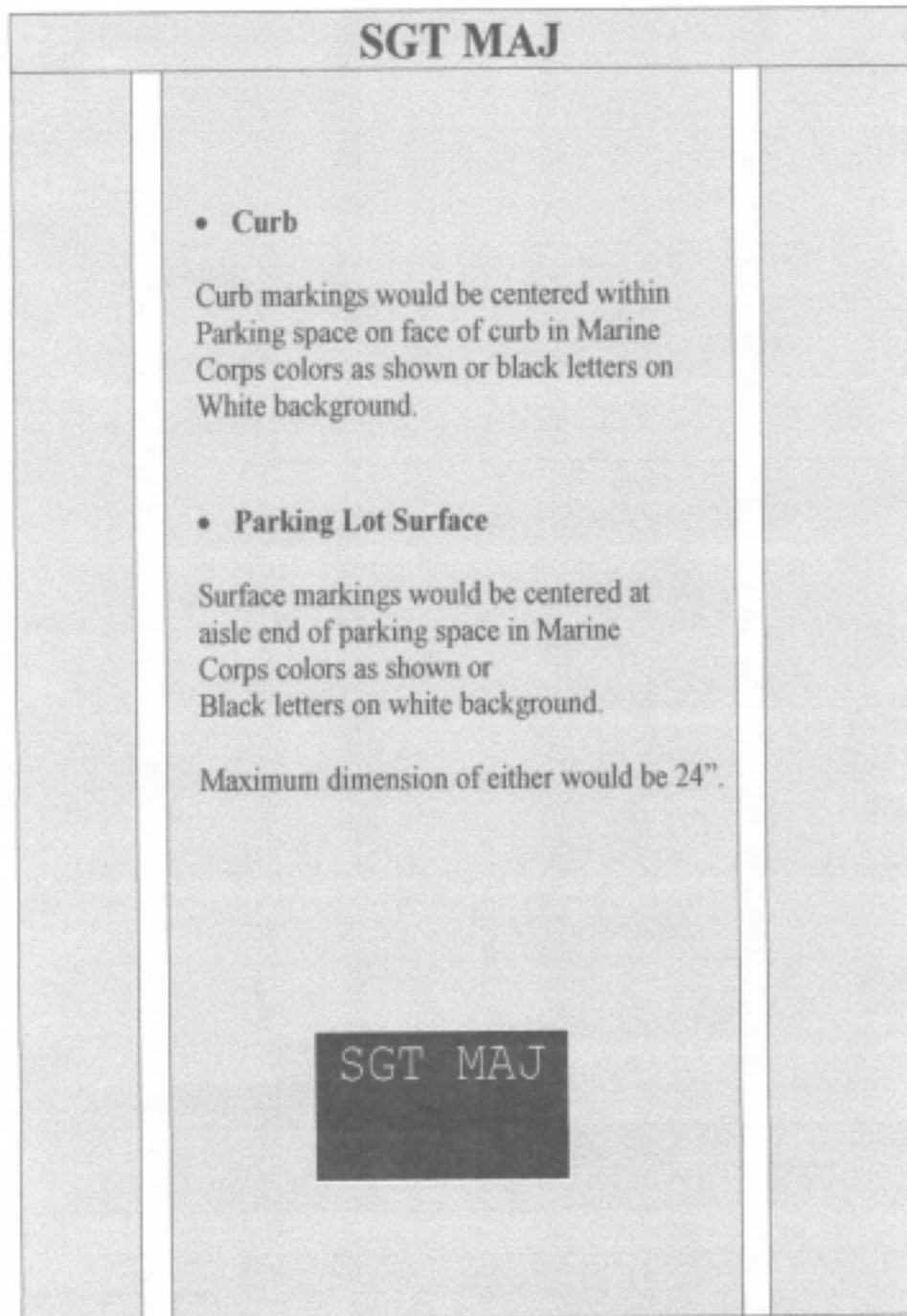
6. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officer, Marine Aircraft Group 46 concur in the provisions of this order.



T. A. CAUGHLAN  
Chief of Staff

Distribution: A

3 APR 2000

**PARKING LOT MARKINGS**

ENCLOSURE (1)